



# **Departmental Quarterly Performance Report**

**Department Name: Elections**

**Reporting Period:  
2003-2004  
1st Quarter**

|                                       |                 |
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## MAJOR PERFORMANCE INITIATIVES

### Describe Key Initiatives and Status

Check all that apply

|  |  |
|--|--|
| <p><i>Move warehouse operations from its current location in Medley to the Elections Headquarter Building (2700 NW 87<sup>th</sup> Avenue – Doral)</i></p> <p>Move completed. The department's administrative operations including staff is expected to relocate to new facility during the 2<sup>nd</sup> quarter of FY 2003-2004.</p>  | <p><input type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>            |
| <p><i>Conduct two major elections (November 4, 2003 and November 18, 2003) involving 1/3 of the registered voters in Miami-Dade County.</i></p> <p>Election completed successfully. Polling Places opened on time (7:00 am). No major issues to report.</p>  | <p><input type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input checked="" type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p> |
| <p><i>Completed the process of collapsing the "County Triangle" staff at each polling place from three positions (Quality Assurance Manager, Verification Specialist, and Technical Support Specialist) to one position which is titled Elections Specialist.</i></p> <p>This staff realignment at the polling place has resulted in a substantial cost saving to the County. Furthermore by using County employees in the role of Elections Specialist, the department has greater flexibility in training and election day assignment of the Elections Specialist.</p> | <p><input checked="" type="checkbox"/> Strategic Plan</p> <p><input checked="" type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input checked="" type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p> |
|  | <p><input type="checkbox"/> Strategic Plan</p> <p><input type="checkbox"/> Business Plan</p> <p><input type="checkbox"/> Budgeted Priorities</p> <p><input type="checkbox"/> Customer Service</p> <p><input type="checkbox"/> ECC Project</p> <p><input type="checkbox"/> Workforce Dev.</p> <p><input type="checkbox"/> Audit Response</p> <p><input type="checkbox"/> Other _____</p> <p>(Describe)</p>                                  |

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## PERSONNEL SUMMARY

### *A. Filled/Vacancy Report*

| NUMBER OF<br>FULL-TIME<br>POSITIONS* | Filled as of<br>September 30<br>of Prior Year | Current<br>Year<br>Budget | Actual Number of Filled and Vacant positions at the end of<br>each quarter |        |           |        |           |        |           |        |
|--------------------------------------|---|---------------------------|--|--------|-----------|--------|-----------|--------|-----------|--------|
|                                      |   |                           | Quarter 1  |        | Quarter 2 |        | Quarter 3 |        | Quarter 4 |        |
|                                      |   |                           | Filled   | Vacant | Filled    | Vacant | Filled    | Vacant | Filled    | Vacant |
|                                      |   |                           | 94   | 94     | 83        | 11     |           |        |           |        |

\* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

### Notes:

### *B. Key Vacancies*

- Warehouse Supervisor
- Executive Assistant to the Supervisor of Elections

### *C. Turnover Issues*

- Executive Assistant to the Supervisor of Elections incumbent promoted to the Assistant to the County Manager (CMO)

### *D. Skill/Hiring Issues*

- In accordance with Miami-Dade Personnel Policies and EEOC guidelines.
- Experience requirements: seeking individuals with proven track record in the election administration field.
- Budget constraints: a 7% attrition rate must be maintained at year end.

### *E. Part-time, Temporary and Seasonal Personnel*

*(Including the number of temporaries long-term with the Department)*

- Numerous specialized clerical and paraprofessional positions in temporary status (AG) for more than 1 year.
- Computer positions tasked with the preparation of critical election equipment remain on temporary status for more than 1 year.

### *F. Other Issues*

- The reimbursement of election costs being questioned by the incorporated municipalities

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## • FINANCIAL SUMMARY    GENERAL FUND/SPECIAL SERVICES FUND    110

(All Dollars in Thousands)

|           | PRIOR<br>YEAR<br>Actual | CURRENT FISCAL YEAR       |         |        |              |        |             |                          |
|-----------|-------------------------|---------------------------|---------|--------|--------------|--------|-------------|--------------------------|
|           |                         | Total<br>Annual<br>Budget | Quarter |        | Year-to-date |        |             |                          |
|           |                         |                           | Budget  | Actual | Budget       | Actual | \$ Variance | % of<br>Annual<br>Budget |
| Revenues  |                         |                           |         |        |              |        |             |                          |
| ♦         |                         |                           |         |        |              |        |             |                          |
| ♦         |                         |                           |         |        |              |        |             |                          |
| ♦         |                         |                           |         |        |              |        |             |                          |
| ♦         |                         |                           |         |        |              |        |             |                          |
| Total     | 0                       | 0                         | 0       | 0      | 0            | 0      | 0           | 0                        |
| Expense*  |                         |                           |         |        |              |        |             |                          |
| Personnel |                         | 9250                      | 2313    | 2110   | 9250         | 2110   | 7140        | 23%                      |
| Operating |                         | 2689                      | 672     | 1353   | 2689         | 1353   | 1336        | 51%                      |
| Capital   | 4                       | 0                         | 0       | 0      | 0            | 0      | 0           | 0                        |
| Total     | 4                       | 11939                     | 2985    | 3463   | 11939        | 3463   | 8476        | 29%                      |

\* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

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• **FINANCIAL SUMMARY    TRUST FUND-U.S. TREASURY    FUND    600**

(All Dollars in Thousands)

|           | TRUST FUND<br>YEAR<br>Actual | Total<br>Annual<br>Budget | Budget | Actual | Budget | Actual | \$ Variance | % of<br>Annual<br>Budget |
|-----------|------------------------------|---------------------------|--------|--------|--------|--------|-------------|--------------------------|
| Revenues  | N/A                          |                           |        |        |        |        |             |                          |
| ♦         |                              |                           |        |        |        |        |             |                          |
| ♦         |                              |                           |        |        |        |        |             |                          |
| ♦         |                              |                           |        |        |        |        |             |                          |
| ♦         |                              |                           |        |        |        |        |             |                          |
| Total     |                              |                           |        |        |        |        |             |                          |
| Expense*  |                              |                           |        |        |        |        |             |                          |
| Personnel |                              |                           |        |        |        |        |             |                          |
| Operating |                              |                           |        |        |        |        |             |                          |
| Capital   |                              |                           |        |        |        |        |             |                          |
| Total     |                              |                           |        |        |        |        |             |                          |

**Comments:**

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

Amounts over budget draw from fund balance.

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### ***STATEMENT OF PROJECTION AND OUTLOOK***

**The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:**

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

- Collecting municipal reimbursement for direct election costs.
- Unable to control the scheduling of election for incorporated city within Miami-Dade County and therefore unable to accurately project labor costs for the entire fiscal year.
- No funds available within the budget to allow for unforeseen circumstances.
- Increased workload demands due to personnel vacancies are negatively impacting on overtime and quality of work product.

### **DEPARTMENT DIRECTOR REVIEW**

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

\_\_\_\_\_  
Signature

Department Director

Date \_\_\_\_\_